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Additional Manuals

2005-2006 Test Coordinator Manual for the Nevada Fifth & Eighth Grade Proficiency Examinations in Writing

2005-2006 Nevada Fifth & Eighth Grade Proficiency Examinations in Writing Administration Manual

General Information

Fifth Grade Writing Assessment

The purpose of the Nevada Proficiency Examination in Writing at grade 5 is to assess the achievement and proficiency of students. It also provides diagnostic information that allows students, teachers, parents, and administrators to focus on specific areas for individual assistance in writing instruction that will lead to practice with and attainment of the statewide writing standards. Scores from this test will be included in school and district AYP reports.

- Number of topics: One
- Length of writing: No more than one page
- Administration: Three writing sessions over two or three days
- Use of a regular dictionary permitted, including a bilingual dictionary if it is a normal part of instructional practice
- Scoring: Analytic trait scoring for Ideas, Organization, Voice, and Conventions
- Proficient: Total score of 12 or more for all four traits

Eighth Grade Writing Assessment

The *Eighth Grade Writing Proficiency Examination* provides administrators, teachers, parents, and students with information about student proficiency in writing. The analytic trait format of the test gives information that will assist with specific guidance for further writing instruction. Scores from this assessment will be included in school and district accountability reports.

- Number of topics: One
- Length of writing: No more than one page
- Use of a regular dictionary permitted including a bilingual dictionary if it is a part of normal instructional practice
- Administration: Two 35-minute writing sessions
- Scoring: Analytic Trait Scoring for Ideas, Organization, Voice, and Conventions

Test Schedules and Times

Fifth Grade Writing Assessment

Students will take the fifth grade writing assessment **February 6-16, 2006**. Districts determine the writing session schedule. However, if two of the three sessions are scheduled on the same day, a minimum 30-minute break between sessions is required. All three sessions should NOT be scheduled on one day.

Because students are given time between writing sessions to allow for consolidation of their ideas in preparation for revision and final editing, the time at which the sessions are administered on the test dates is not critical.

Absent students can make up the test if the make-up can be scheduled before the end of the final week allowed statewide for the testing, i.e., February 16, 2006. All students who need to make up the test must use an alternate prompt. Students who did not complete their tests during the three-day school testing window because of absence may complete the test during the make-up period using the same prompt they began.

Time Required for Testing

- Approximately 15 minutes for demographics and instructions
- Three writing sessions:
 - Session I: prewriting, first draft, revision— approx. 65 minutes
 - Session II: drafting, revision, editing—approx. 50 minutes
 - Session III: revision, editing, final draft, proofreading—approx. 50 minutes

Any student who is working productively at the end of a scheduled session should be allowed to continue working in a test-conducive environment until completion of that portion of the testing.

Eighth Grade Writing Assessment

Students will take the eighth grade writing assessment from **January 17-26, 2006**. Schools should schedule the assessment during two consecutive days. However, if both sessions are scheduled on the same day, a **minimum** 30-minute break between sessions is required. If a district or school cannot give the test during the prescribed testing period because of extraordinary circumstances, the district test director must contact the Writing Assessment Consultant at the Department of Education to determine an alternate test schedule and to arrange for use of an alternate prompt.

Absent students can make up the test if the make-up can be scheduled before the end of the final week allowed statewide for the testing, i.e., January 26, 2006. All students who need to make up the test must use an alternate prompt.

Time Required for Testing

- Approximately 15 minutes for demographics and instructions
- Two writing sessions:
 - Session I: prewriting, first draft, revision—35 minutes
 - Session II: revision, editing, final draft, proofreading—35 minutes

Any student who is working productively at the end of the established time for the testing session should be allowed to continue working in a test-conducive environment until completion of that portion of the testing.

Who Tests

All fifth and eighth grade students who are enrolled in public schools, including charter schools are required to take the writing assessment. Students with disabilities and students classified as having limited English proficiency (LEP) must also participate.

If necessary, based on a student's IEP, Section 504 Plan, or inclusion in an LEP program, students can receive accommodations that provide access and opportunity to demonstrate achievement. Further information on IEP, Section 504, and LEP students can be found in the Students with Special Needs section of this document.

Administering the Fifth and Eighth Grade Examinations

The test administration manual, *2005-2006 Nevada Fifth and Eighth Grade Proficiency Examinations in Writing Administration Manual*, contains detailed instructions for the administration of the fifth and eighth grade writing assessments. District test directors are responsible for providing principals and staff with the manuals so that the test will be administered in the prescribed manner.

All test administrators must use the script provided in the test administration manuals when giving the test. Teachers may **NOT** structure their own brainstorming sessions. **This session is now scripted and must be followed by all test administrators.**

All writing assessments are to be given in English. **Prompts may not be translated into another language for any student.**

Schools will be provided with both regular and alternate prompts. These prompts may be used only in the following ways:

- Students will use the regular prompt during the two days (8th Grade Writing Test) or three days (5th Grade Writing Test) established by the district and/or school as the testing period within the state's testing window. Any student who is in school for any part of this testing period will test using the regular prompt. If a student is absent for one or more of the sessions, that student will still use the regular prompt for the test and may continue with the regular prompt if the student returns to school during the time allowed for make-up.
- Students who are absent during the entire testing period but who return to school during the state's testing window may make up the test using the alternate prompt. Make-up tests must be completed by the final day of the state's testing window.
- Schools that are not in session during the state's prescribed testing window must use the alternate prompt. The testing window for off-track schools will be established by the district test director in consultation with the Writing Assessment Consultant at the Nevada Department of Education.

Ordering Test Materials

Districts will receive an order form from the Nevada Department of Education approximately one month prior to the scheduled test date. Test materials will be sent to the districts no later than ten working days prior to the scheduled test date. Each test will have a different prompt, and the prompts for each grade will be printed on different colored paper to minimize any possibility of giving the wrong prompt to the incorrect grade level. Both regular and alternate prompts are available. (See the previous section for information regarding the use of each prompt.)

Return of Test Materials

Detailed instructions for the return of test materials to the Nevada Department of Education are in the *2005-2006 Test Coordinator Manual for the Nevada Fifth & Eighth Grade Proficiency Examinations in Writing*. These instructions must be followed to insure the timely return of student scores to districts, schools and students.